

Montana LTAP Progress Report

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Quarterly Progress Report

MDT Project No. 02443

January 1, 2019 through March 31, 2019

Prepared for the
MONTANA DEPARTMENT OF TRANSPORTATION
in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

April 30, 2019

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EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This Third Quarterly Report is submitted to the Montana Department of Transportation (MDT) and the U.S. Department of Transportation, Federal Highway Administration (FHWA) to provide details on the activities and project work of Montana LTAP in support of MDT Project No. 02443, Montana Local Technical Assistance Program, during the period January 1, 2019 through March 31, 2019.

Highlights of Montana LTAP's accomplishments during that period include the following:

- The 17th Annual Safety Congress was held January 28 - 31, 2019 in Helena, Montana.
- The Asphalt Institute Conference was conducted February 19, 2019 in Bozeman, Montana.
- The Flagger Certification course was offered in Great Falls, Missoula, and Bozeman, Montana during the month of March 2019.
- LTAP distributed an updated Needs Assessment Survey summary to its constituents and training participants at the MACRS Conference and through the LTAP listservs.
- Three webinars were conducted during the 3rd quarter. The topics covered included: Person Protective Equipment (PPE), Cutting Torch Safety, and Welding Safety.
- Two MSHA classes were conducted in Hamilton and Missoula during the 3rd quarter.
- Shawna Page attended the 5-day OSHA Certification Workshop in Twin Falls, ID.
- Matt Ulberg attended the MACO Transportation Committee meeting in Helena (January 12th) and gave a program update to the committee.
- Matt Ulberg presented to the MSU-Bozeman ITE and ASCE Student Chapters on "So, you think you want to be an Engineer?" on February 13th, 2019. The meeting was notable due to the record attendance of over 40 students at the meeting, and the 90 minutes of Q&A with very engaged students after the meeting.
- Matt Ulberg Attended the kickoff meeting (Feb 25th), as a Technical review panel member, for MDT Research Project 19-005, *Developing a Methodology for Safety Improvements on Low-Volume Roads in Montana*
- Matt Ulberg attended and exhibited at the Montana DLI Safety Fest in Missoula, MT March 25-28 in Missoula, MT.

This progress report is organized following the four LTAP focus areas:

1. Safety
2. Infrastructure Management
3. Workforce Development
4. Organizational Excellence

1. SAFETY

Past Activities

Proactive safety training initiatives for local governments are key objectives in this focus area. Technology transfer is accomplished through safety-related articles in LTAP's quarterly newsletter, safety training seminars, staff responses to phone and email inquiries, and on-site technical assistance. In the projected LTAP budget, 48 percent of funding is allocated to the Safety focus area. Table 1 shows the safety focus area budget and costs-to-date.

Table 1: Safety Area Budget Summary, 3rd Quarter 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	33,202.49	34,573.56	132,809.95	91,910.40
Prof. Services	840.00	-	3,360.00	-
Travel	600.00	1,624.81	2,400.00	3,226.13
Supplies/Comm.	576.00	2,739.47	2,304.00	4,339.63
Minor Equip	244.41	-	977.65	-
Totals	35,462.90	38,937.84	141,851.60	99,476.16

During this three-month period, six safety related workshops ranging in length from 8 to 16 hours were conducted around Montana. A total of 87 participants attended. The workshops included:

- Three safety webinars were conducted during the 3rd quarter. Topics covered included: PPE, Cutting Torch Safety, and Welding Safety. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
- The 17th Annual Safety Congress was held January 28 - 31, 2019 in Helena, Montana. Topics covered included Work Zone Technician, Traffic Control Supervisor, and Train the Trainer courses.
- The Flagger Certification course was offered in Great Falls, Missoula, and Bozeman during the month of March 2019. The workshop covered the five parts of a traffic control work zone; temporary traffic control in installing traffic control devices and monitoring their performance; recognizing issues during a project; flagging duties and responsibilities and safety; and uniformity and liability issues.

Challenges

- We are waiting to see what FHWA/CLAS will release in its draft strategic plan. We anticipate a change in focus. This could affect our efforts in one or all areas of the program.
- Montana LTAP has been asked to provide pilot car training as an additional course, but due to the pending new LTAP Strategic plan draft that is anticipated from FHWA Center for Local Aid Support (CLAS), we are waiting on developing new program content.

- LTAP is considering offering 2 types of workzone technician courses: one with a focus for municipal/public agencies and one with a focus for heavy construction and contractors.
- MT LTAP continues to see high demand for flagging and Work Zone classes. Our effectiveness in meeting with Cities and Towns is filling our calendar and demand is very close to exceeding our ability to deliver on program priorities.

Planned Activities

- Flagger certification courses will be offered in Billings, Miles City, and Glendive, Montana during April 2019.

2. INFRASTRUCTURE MANAGEMENT

Past Activities

In the projected LTAP budget, 18 percent of funding is allocated to the infrastructure management focus area. Table 2 shows the infrastructure management focus area budget and costs-to-date.

Table 2: Infrastructure Management Area Budget Summary, 3rd Quarter 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,450.93	12,965.09	49,803.73	34,466.40
Prof. Services	315.00	-	1,260.00	-
Travel	225.00	2,443.51	900.00	2,908.67
Supplies/Comm.	216.00	4,326.33	864.00	5,049.40
Minor Equipment	91.65	-	366.62	-
Totals	13,298.59	19,734.93	53,194.35	42,424.47

One infrastructure management related workshop was conducted during this three-month period. The workshop was 8 hours in length and had a total of 115 participants that attended.

- The Asphalt Institute Conference was held February 29, 2019 in Bozeman, Montana. The information discussed at the conference included: Dealing with Asphalt Burns; High Density and High Durability Asphalt; MSCR Grading System vs PG Grading Systems, Migration Toward PWL Spec from P-Value; Combating Segregation; Paving for Durability; and an Ask the Experts Round Table.

Challenges

- We are waiting to see what FHWA/CLAS will release in its draft strategic plan. We anticipate a change in focus. This could affect our efforts in one or all areas of the program.
- Some counties are requesting information on gravel roads maintenance. LTAP will be offering gravel roads basics as part of the spring MACRS spring trainings.

- Several requests for sign retroreflectivity, emergency management signing, and sign management and vandalism were verbally requested at the MACRS Conference this year. LTAP is working to develop an updated training course to address this need. LTAP will be offering MUTCD/Signing training as part of the spring MACRS spring trainings.

Planned Activities

- LTAP does not have an infrastructure management class planned for the fourth quarter, but we continue to work with local agencies on technical assists, including the City of Sidney and Wibaux County.

3. WORKFORCE DEVELOPMENT

Past Activities

In the projected LTAP budget, 22 percent of funding is allocated to the workforce development focus area. Table 3 shows the workforce development focus area budget and costs-to-date.

Table 3: Workforce Development Budget Summary, 3rd Quarter 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	15,217.81	15,846.22	60,871.23	42,125.60
Prof Services	385.00	-	1,540.00	-
Travel	275.00	861.75	1,100.00	2,566.67
Supplies/Comm.	264.00	812.60	1,056.00	4,408.53
Minor Equipment	112.02	-	448.09	-
Totals	16,253.83	17,520.57	65,015.32	49,100.80

Two MSHA classes were conducted in Hamilton and Missoula during the 3rd quarter. The classes included 55 attendees and 8 hours of training.

Planned Activities

- The 39th Annual MACRS Conference was held April 1 – April 4, 2019 in Great Falls, Montana. The topic of the annual conference was “Back to the Basics.”
- The MACRS Spring District Meetings will cover Signing 101 and Gravel Road Basics. Classes are scheduled for May 2019 in Billings, Miles City, Wolf Point, Missoula, Great Falls, and Bozeman.

Challenges

- We are waiting to see what FHWA/CLAS will release in its draft strategic plan. We anticipate a change in focus. This could affect our efforts in one or all areas of the program.
- Equipment operations and workforce development are critical areas that need to be addressed frequently. Keeping a list of relevant, fresh, and current topics to address frequent turnover at the local government level is necessary.

- MT LTAP is investing in a train-the-trainer in Nebraska this spring for motor grader operations. We will be offering motor Grader classes next quarter through our office. We have a lot of demand and anticipate this being a regular class offering every spring.

4. ORGANIZATIONAL EXCELLENCE

Past Activities

In order to provide the best service possible to constituents, LTAP personnel seek training to improve their outreach capabilities. Organizational excellence addresses professional development and leadership training for LTAP personnel. In the projected LTAP budget, 22 percent of funding is allocated to the organizational excellence focus area. Table 4 shows the organizational excellence focus area budget and costs-to-date.

Table 4: Organizational Excellence Budget Summary: 3rd Quarter 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	8,300.62	8,643.39	33,202.49	22,977.60
Prof. Services	210.00	-	840.00	-
Travel	150.00	-	600.00	-
Supplies/Comm.	144.00	-	576.00	-
Minor Equipment	61.10	-	244.41	-
Total	8,865.72	8,643.39	35,462.90	22,977.60

Evaluations are collected at the end of each LTAP course to determine whether participants are using workshop information in their jobs. Table 5 is a summary of evaluations collected at all the training workshops during the third quarter.

Table 5: 3rd Quarter Workshop Evaluation Summary

Workshop Evaluations	
Topics	Approval Ratings
Objectives	96%
Information	96%
Clarity	94%
Beneficial	97%
Instructor	93%

Challenges

- We are waiting to see what FHWA/CLAS will release in its draft strategic plan. We anticipate a change in focus. This could affect our efforts in one or all areas of the program.
- Rising travel expenses and limited time have required LTAP to offer distance learning. Distance learning will be used by LTAP when possible if the quality of training is not impaired.

- New leadership at LTAP is in the middle of a steep learning curve to become familiar with the LTAP program.

Planned Activities

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- Matthew Ulberg will be attending the 2019 National Association of County Engineers Conference in Wichita, Kansas on April 13 – 18, 2019.
- The MACRS Annual Board meeting is scheduled for June 5, 2019 and the annual LTAP Advisory Board is scheduled for June 6, 2019 in Bozeman.
- The LTAP Director, Matthew Ulberg will be attending the LTAP Regional Meeting in Lincoln Nebraska, May 20 – 22 2019; and the National LTAP Convention in Stowe, Vermont, August 12 – 15, 2019.

5. THIRD QUARTER SUMMARY

- The 17th Annual Safety Congress was held January 28 - 31, 2019 in Helena, Montana.
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Figure 1: Summary of Annual Workshop Locations for 3rd Quarter 2018–2019.

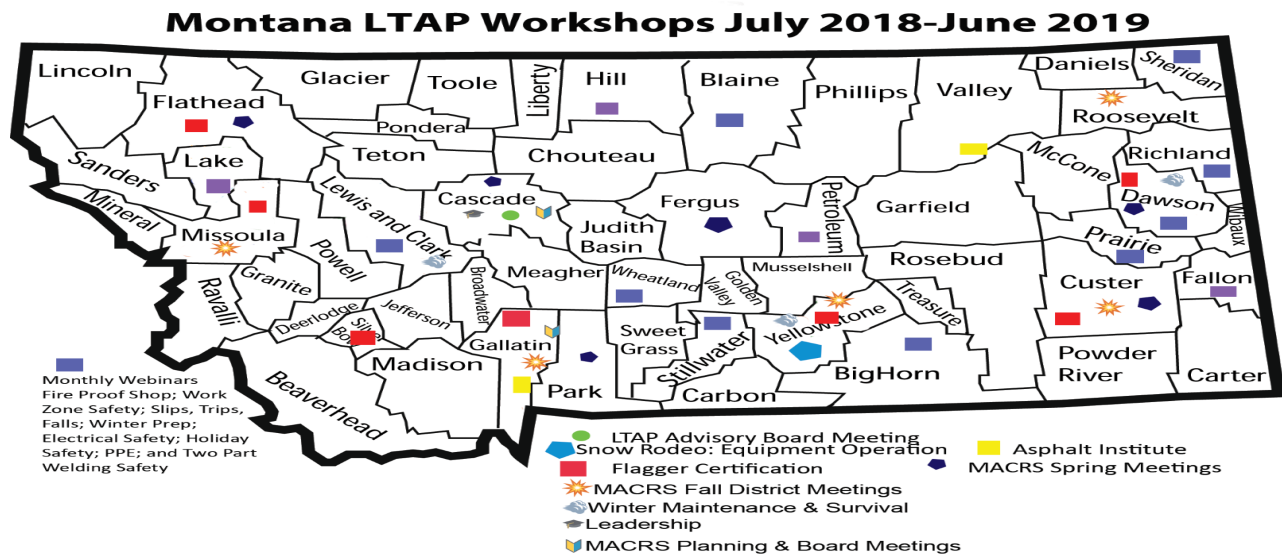


Table 6: Budget Summary, January 1, 2019 - March 31, 2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	69,171.85	72,028.25	276,687.39	191,479.99
Prof. Services	1,750.00	-	7,000.00	-
Travel	1,250.00	4,930.07	5,000.00	8,534.69
Supplies/Comm.	1,200.00	7,878.40	4,800.00	13,964.34
Equipment	509.19	-	2,036.77	-
Total	73,881.04	84,836.72	295,524.16	213,979.02
IDC's	21,118.96	25,176.60	84,475.84	64,054.20
	95,000.000	110,013.32	380,000.00	278,033.22

Table 7: Budget Summary by Focus Area, January 1, 2019 - March 31, 2019.

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	34,573.56	-	1,624.81	2,739.47	-	38,937.84	12,084.77	51,022.61
Infrastructure Management - 18%	12,965.09	-	2,443.51	4,326.33	-	19,734.93	4,531.79	24,266.71
Workforce Development 22%	15,846.22	-	861.75	812.60	-	17,520.57	5,538.85	23,059.42
Organizational Excellence - 12%	8,643.39	-	-	-	-	8,643.39	3,021.19	11,664.58
TOTAL COSTS	72,028.25	0.00	4,930.07	7,878.40	0.00	84,836.72	25,176.60	110,013.32